

# Bulk invites by email

05/27/2025 10:43 am PDT

## Onboarding Members with Bulk Email Invites

If an admin has access to all member emails, they can use bulk email invites to onboard all members seamlessly. Members invited by email will be able to receive all group announcements and upcoming event communications through Heylo's email integration, even before they sign up for Heylo.

### Invitation Schedule

When members are invited by email, they immediately receive a personalized invitation email from the group invite email account. If a member does not join after the first invitation, Heylo automatically sends a follow-up invitation after 3 days, and another one after 7 days, ensuring multiple touchpoints to encourage them to join.

## How to Send Email Invites

1. Navigate to the **Members** tab.
2. Select **Invite**, then choose **Email**.
3. Copy all members' email addresses and paste them into Heylo, separated by a comma, semicolon, or new line.  
Heylo will automatically organize them and send out the personalized email invitations.

To preview the email invitation, simply select the "**Sample**" button in the email invite menu.

## Managing Pending Invites

Once everyone is invited, admins still have control over who receives email communications from the group. At the bottom of the **Members** tab, there's a **Pending** section showing members invited by email. From here, admins can:

- Resend an invitation.
- Remove a member from the group if needed.

Additionally, anyone invited can always opt out by unsubscribing from the emails.

